

U.S. House of Representatives
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

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This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure Statements of those employees required to file them. In accordance with House Rule 25, clause 5, you must complete this form and file it with the Clerk of the House, 135 Cannon House Office Building, within 15 days after travel is completed. Please do not file this form with the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Name of Traveler: Veronica Bonilla
2. a. Name of accompanying relative: _____ or None ☒
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates of departure and return: Departure: August 5, 2018 Return: August 11, 2018
b. Dates at personal expense (if any): _____ or None ☒
4. Departure city: Washington, DC Destination: Freetown, Sierra Leone Return city: Washington, DC
5. Sponsor(s) (who paid for the trip): Cooperative for Assistance and Relief Everywhere (CARE)
6. Describe meetings and events attended: Please see Addendum A and Addendum B
7. Attached to this form are EACH of the following (signify that each item is attached by checking the corresponding box):
a. ☒ a completed Sponsor Post-Travel Disclosure Form;
b. ☒ the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and Grantmaking or Non-Grantmaking Sponsor Forms;
c. ☒ page 2 of the completed Traveler Form submitted by the employee; *and*
d. ☒ the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda. (Signify that statement is true by checking box): ☒
b. If not, explain: _____

I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF TRAVELER:  DATE: 8/22/18

I authorized this travel in advance. I have determined that all of the expenses listed on the attached Sponsor Post-Travel Disclosure form were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

NAME OF SUPERVISING MEMBER: Rep. Norma J. Torres DATE: 8/22/18

SIGNATURE OF SUPERVISING MEMBER: 

(19)

U.S. House of Representatives
Committee on Ethics

SPONSOR POST-TRAVEL DISCLOSURE FORM

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. *A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within 10 days of their return.* You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Sponsor(s) (who paid for the trip): Cooperative for Assistance & Relief Everywhere, Inc. (CARE)
2. Travel Destination(s): Sierra Leone
3. Date of Departure: August 5, 2018 Date of Return: August 11, 2018
4. Name(s) of Traveler(s): Veronica Bonilla
(NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)
5. **Actual amount** of expenses paid on behalf of, or reimbursed to, each individual named in response to Question 4:

| | Total Transportation Expenses | Total Lodging Expenses | Total Meal Expenses | Other Expenses (dollar amount per item and description) |
|-----------------------|-------------------------------|------------------------|---------------------|--|
| Traveler | \$3,328.15 | \$642.35 | \$154.55 | Interpreter: \$36.47, Security: \$987.50 Insurance: \$81.00, Visa: \$299.00 |
| Accompanying Relative | | | | |

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. (Signify statement is true by checking box): ☒

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Rachel L Hall

Name: Rachel Hall Title: Deputy Director, Learning Tours

Organization: Cooperative for Assistance and Relief Everywhere, Inc. (CARE)

I am an officer of the above-named organization (signify statement is true by checking box): ☒

Address: 1899 L Street, NW, Suite 500, Washington, DC 20036

Telephone number: 202-569-7027

Email Address: Rachel.hall@care.org

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at (202) 225-7103.

**U.S. House of Representatives
Committee on Ethics**

TRAVELER FORM

1. Name of Traveler: Veronica Bonilla
2. Sponsor(s) (who will be paying for the trip): Cooperative for Assistance and Relief Everywhere (CARE)
3. Travel destination(s): Sierra Leone
4. a. Date of departure August 5, 2018 Date of return: August 11, 2018
b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No
If yes, dates at personal expense: _____
5. a. Will you be accompanied by a relative at the sponsor's expense? ☐ Yes ☒ No
b. If yes:
(1) Name of accompanying relative: _____
(2) Relationship to traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
(3) Accompanying relative is at least 18 years of age: ☐ Yes ☐ No
6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (*i.e.*, travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)? ☐ Yes ☒ No
b. If yes, explain why the second night of lodging is warranted:

7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: ☒ Yes ☐ No
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.
I am the member's Press Secretary. I will be helping to amplify the
Congresswoman's work on the Foreign Affairs Committee, as it relates
to the themes of maternal health and workforce development.
9. Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, and/or arranging the trip? ☐ Yes ☐ No

10. **FOR STAFF TRAVELERS:**

TO BE COMPLETED BY YOUR EMPLOYING MEMBER:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Date: _____

Signature of Employing Member

U.S. House of Representatives
Committee on Ethics

PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee Web site (ethics.house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Sponsor (who will be paying for the trip): _____
Cooperative for Assistance and Relief Everywhere, Inc. (CARE)
2. I represent that the trip will not be financed (in whole or in part) by a registered federal lobbyist or foreign agent (*signify that the statement is true by checking box*): ☒
3. *Check only one:* I represent that:
 - a. the primary trip sponsor has not accepted from any other source funds intended directly or indirectly to finance any aspect of the trip ☐ *or*
 - b. the trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds ☐ *or*.
 - c. the primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities. ☒If "c" is checked, list the names of the additional sponsors: _____
The Bill & Melinda Gates Foundation
4. Provide names and titles of **ALL** House Members and employees you are inviting. **For each House invitee, provide an explanation of why the individual was invited** (include additional pages if necessary):
See Addendum A.
5. Is travel being offered to an accompanying relative of the House invitee(s)? ☐ Yes ☒ No
6. Date of departure: August 5, 2018 Date of return: August 11, 2018
7. a. City of departure: Washington, DC
b. Destination(s): Freetown, Sierra Leone; Makeni, Sierra Leone
c. City of return: Washington, DC
8. I represent that (*check one of the following*):
 - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ *or*
 - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☒ *or*
 - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event *and* lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
9. Check one of the following:
 - a. I checked 8(a) or (b) above: ☒
 - b. I checked 8(c) above but am not offering any lodging: ☐
 - c. I checked 8(c) above and am offering lodging and meals for one night: ☐ *or*
 - d. I checked 8(c) above and am offering lodging and meals for two nights: ☐If "d" is checked, explain why the second night of lodging is warranted: _____

10. Attached is a detailed agenda of the activities the House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees) (indicate agenda is attached by checking box): ☒
11. Check one:
- I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (signify that the statement is true by checking box): ☒ or
 - N/A – trip sponsor is a U.S. institution of higher education. ☐
12. For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:
- CARE is host to the delegation and responsible for logistics and content of the trip. CARE is a leading humanitarian organization focused on combating global poverty. CARE places a special emphasis on women and girls because, when equipped with proper resources, they help families and communities escape poverty. Gates Foundation provided CARE a grant to fund various activities, including congressional tours providing educational opportunities on international development.
13. Answer parts a and b. Answer part c if necessary.
- Mode of travel: Air ☒ Rail ☐ Bus ☐ Car ☒ Other ☐ (Specify: _____)
 - Class of travel: Coach ☒ Business ☐ First ☐ Charter ☐ Other ☐ (Specify: _____)
 - If travel will be first class or by chartered or private aircraft, explain why such travel is warranted:
- _____
14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (signify that the statement is true by checking box): ☒
15. I represent that either (check one of the following):
- The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ or
 - The trip involves events that are arranged specifically *with regard* to congressional participation: ☒
- If "b" is checked:
- Detail the cost per day of meals (approximate cost may be provided): _____
Meal costs will comply with the U.S. Government per diem rates of \$129/day in Freetown
 - Provide reason for selecting the location of the event or trip: _____
The U.S. Government is an important development partner in Sierra Leone working to respond to the immediate health needs of women and children and promote health system strengthening and women's empowerment in the country.
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel name: Radisson Blu Hotel City: Freetown Cost per night: \$190
Reason(s) for selecting: The hotel offers western accommodations with ample security for the trip's activities.
- Hotel name: Wusum Hotel City: Makeni Cost per night: \$140
Reason(s) for selecting: The hotel offers western accommodations with ample security for the trip's activities.
- Hotel name: _____ City: _____ Cost per night: _____
Reason(s) for selecting: _____

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. (signify that the statement is true by checking box): ☒

18. TOTAL EXPENSES FOR EACH PARTICIPANT:

| | | | |
|---|---|--|---|
| <input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates | Total <i>Transportation</i> Expenses per Participant | Total <i>Lodging</i> Expenses per Participant | Total <i>Meal</i> Expenses per Participant |
| For each Member, Officer, or employee | \$2500.21 | \$900.00 | \$468.00 |
| For each accompanying relative | | | |

| | | |
|--|---|---|
| | <i>Other</i> Expenses (dollar amount per item) | Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.) |
| For each Member, Officer, or employee | \$1,230.00 | interpreter, security, insurance and visa |
| For each accompanying relative | | |

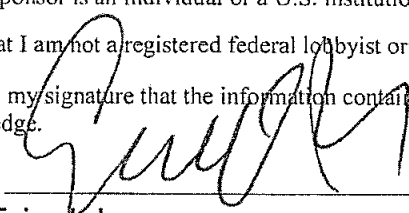
**NOTE: Willful or knowing misrepresentations on this form
may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

19. Check one:

- a. I certify that I am an officer of the organization listed below. ☒ or
b. N/A – sponsor is an individual or a U.S. institution of higher education. ☐

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☒

21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: 

Name: Eric Johnson

Title: Secretary and General Counsel

Organization: Cooperative for Assistance and Relief Everywhere, Inc. (CARE)

Address: 1899 L Street, NW, Suite 500, Washington, DC 20036

Telephone number: 404-979-9410

Email address: Eric.Johnson@care.org

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics
U.S. House of Representatives
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (general fax)

U.S. House of Representatives
Committee on Ethics

GRANTMAKING TRIP SPONSOR FORM

This form should be completed by a public charity or private foundation (both as defined under section 501(c)(3) of the Internal Revenue Code) that provides a grant of funds to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. **Provide a copy of your completed form to the primary sponsor of the trip.**

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. I certify that (name of your organization): Bill & Melinda Gates Foundation
has been designated a § 501(c)(3) nonprofit charitable organization by the Internal Revenue Service.
☒ Yes ☐ No
2. Name of Primary Trip Sponsor: Cooperative for Assistance and Relief Everywhere, Inc. (CARE)
3. I certify that my organization (*complete a or b*):
- a. ☒ Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. *or*
- b. ☐ Has had a direct role in the organizing, planning, or conducting of a trip to
(destination) _____ on (date) _____ that is
being organized or arranged by the above-named Primary Trip Sponsor.
4. Check one:
- a. ☒ My organization does not employ or retain a registered federal lobbyist or foreign agent *or*
- b. ☐ My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
5. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☒
6. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: 

Name: Kim Webber Title: Associate Program Officer

Organization: The Bill & Melinda Gates Foundation

Address: 1300 I Street NW, Washington, DC, 20005

Telephone number: 1.202.662.8195 Email: Kimberly.Webber@gatesfoundation.org

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics
U.S. House of Representatives
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (general fax)

Susan W. Brooks, Indiana
Chairwoman
Theodore E. Deutch, Florida
Ranking Member



Kenny Marchant, Texas
Leonard Lance, New Jersey
Mimi Walters, California
John Ratcliffe, Texas

Yvette D. Clarke, New York
Jared Polis, Colorado
Anthony Brown, Maryland
Steve Cohen, Tennessee

ONE HUNDRED FIFTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

July 30, 2018

Thomas A. Rust
Staff Director and Chief Counsel

Donna Herbert
Director of Administration

Megan Savage
*Chief of Staff and Counsel to
the Chairwoman*

Daniel J. Taylor
Counsel to the Ranking Member

1015 Longworth House Office Building
Washington, D.C. 20515-6328
Telephone: (202) 225-7103
Facsimile: (202) 225-7392

Ms. Veronica Bonilla
Office of the Honorable Norma J. Torres
1713 Longworth House Office Building
Washington, DC 20515

Dear Ms. Bonilla:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Sierra Leone,¹ scheduled for August 4 to 11, 2018, sponsored by the Cooperative for Assistance and Relief Everywhere, with financial support from the Bill and Melinda Gates Foundation.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$390 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

Because the trip may involve meetings with foreign government representatives, we note that House employees may accept, under the Foreign Gifts and Decorations Act (FGDA), gifts "of minimal value [currently \$390] tendered as a souvenir or mark of courtesy" by a foreign government. Any tangible gifts valued in excess of minimal value received from a foreign government must, within 60 days of acceptance, be disclosed on a Form for Disclosing Gifts from Foreign Governments filed with the Committee, and either turned over to the Clerk of the House, or, with the written approval of the Committee, retained for official use.

¹ We note that the U.S. Department of State (State Department) has issued a travel warning concerning travel to Sierra Leone, *available at* <https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages/SierraLeone.html>. You may wish to contact the State Department regarding the safety of your proposed trip.

Ms. Veronica Bonilla

Page 2

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

A handwritten signature in blue ink, appearing to read "Susan W. Brooks".

Susan W. Brooks
Chairwoman

A handwritten signature in blue ink, appearing to read "Theodore E. Deutch".

Theodore E. Deutch
Ranking Member

SWB/TED:jeb

Addendum A:

Names and titles of ALL House invitees and explanation of why the individual was invited.

We invited members of Congress and Congressional Staff who work on issues related to women's empowerment or foreign affairs in Sierra Leone. Given their roles and influence within their party and committee assignments, the delegates will have an opportunity to explore programming supported by U.S. foreign assistance and interventions related to health and women's economic empowerment, which are central themes on this trip.

Invited House Members of Congress

Rep. Adam Schiff (D-CA-28)
Rep. David Cicilline (D-RI-01)
Rep. Jim McGovern (D-MA-02)
Rep. Joaquin Castro (D-TX-20)
Rep. Joe Crowley (D-NY-14)
Rep. Katherine Clark (D-MA-05)
Rep. Linda Sanchez (D-CA-38)
Rep. Pramila Jayapal (D-WA-07)
Rep. Robin Kelly (D-IL-02)
Rep. Ami Bera (D-CA-07)
Rep. Seth Moulton (D-MA-06)
Rep. Ted Deutch (D-FL-22)
Rep. Tim Ryan (D-OH-13)
Rep. Stephanie Murphy (D-FL-07)
Rep. Bill Keating (D-WA-09)
Rep. Norma Torres (D-CA-35)
Rep. Susan Davis (D-CA-53)
Rep. Gwen Moore (D-WI-04)
Rep. Jackie Speier (D-CA-14)
Rep. Dina Titus (D-NV-01)
Rep. Grace Meng (D-NY-06)
Rep. Hakeem Jeffries (D-NY-08)
Rep. Marcia Fudge (D-OH-11)
Rep. Adam Smith (D-WA-09)
Rep. Joe Kennedy (D-MA-04)
Rep. Dan Kildee (D-MI-05)

Invited House Congressional Staffers

Veronica Bonilla, Press Secretary – Rep. Norma Torres (D-CA-35)
Sarah Trister, Legislative Director – Rep. David Cicilline (D-RI-01)
Tasia Jackson, Chief of Staff – Rep. Hakeem Jeffries (D-NY-08)
Lea Sulkala, Chief of Staff – Rep. Linda Sanchez (D-CA-38)
Sophia Lafargue – Chief of Staff, Rep. Gregory Meeks (D-NY-05)
Donna Cassutt – Chief of Staff, Rep. Keith Ellison (D-MN-05)
Carmen Frias – Chief of Staff, Rep. Pramila Jayapal (D-WA-07)
Aaron Schmidt – Chief of Staff, Rep. Suzan Delbene (D-WA-01)

Danny Meza – Chief of Staff, Rep. Joaquin Castro (D-TX-20)
Brooke Scannell – Chief of Staff, Rep. Katherine Clark (D-MA-05)
Tasia Jackson – Chief of Staff, Rep. Hakeem Jeffries (D-NY-08)
Maia Estes – Chief of Staff, Rep. Anthony Brown (D-MD-04)
Greg Mecher – Chief of Staff, Rep. Joe Kennedy (D-MA-04)
Jon Pyatt – Chief of Staff, Rep. Cheri Bustos (D-IL-17)
Janette Yarwood – Staff Director, Africa Subcommittee, Rep. Karen Bass (D-CA-37)
Cathy Hurwit – Chief of Staff, Rep. Jan Schakowsky (D-IL-09)

ADDENDUM B

There are some slight variances in the agenda as detailed below:

- On August 7th, the briefing with the U.S. Mission in Sierra Leone was switched with our scene-setter briefing, in order to accommodate the Ambassador's availability to attend the U.S. Mission briefing that Tuesday morning. The Ambassador also requested that the reception be held on Thursday, August 9th instead of on the 7th, so this is also updated in the enclosed agenda. In addition, the Minister of Health and Sanitation expressed interest in meeting with the delegation in addition to a separate meeting that was confirmed with the President and Vice President of Sierra Leone, both of which are reflected in the updated enclosed agenda. Lastly, due to the change in the date of the Ambassador's reception, we moved the "Ebola Deep Dive" conversation with epidemiologists to Tuesday evening as well.

Addendum B:

Cities of Departure:

Sunday, August 5, 2018:

1:30pm – Depart Washington, DC (DL #5079)

2:55pm – Arrive New York

5:43pm – Depart New York (DL #420)

Monday, August 6, 2018:

8:15am – Arrive Accra, Ghana

12:05pm – Depart Accra, Ghana (KQ #502))

4:00pm – Arrive Freetown, Sierra Leone

Friday, August 10, 2018:

8:35pm – Depart Freetown, Sierra Leone (DL #8217)

Saturday, August 11, 2018:

3:32am – Arrive Amsterdam, Netherlands

1:20pm – Depart Amsterdam, Netherlands (DL #9384)

3:40pm – Arrive Washington, DC

Please note, exact departure date may vary depending on if members or staff traveling will need to depart from Washington, DC or from the district, in which case a departure date of August 4th may be required.

AGENDA: CARE Learning Tour to Sierra Leone, August 5-11, 2018

Sunday, August 5

Travel Day

1:30pm Depart U.S. for Freetown, Sierra Leone (DL #5079)

Monday, August 6

Travel Day – Freetown, Sierra Leone

4:00pm Delegation arrives in Freetown, Sierra Leone (KQ #502)

6:00-7:30pm Transfer to hotel

7:30-8:30pm Check-in/unpacking/downtime

8:30-9:00pm Welcome briefing to provide an overview of trip and introduce CARE staff and delegates to one another

Overnight: Radisson Blue – Freetown, Sierra Leone

Tuesday, August 7

Freetown, Sierra Leone

8:30-10:00am Breakfast Scene-Setter Briefing with INGO technical experts to gain social, political and historical context for development and health in Sierra Leone

10:00-10:30am Transfer to site visit 1

10:30-11:30am Site visit 1: Visit Disaster Risk Reduction project to support community-led infrastructure and development planning to mitigate the risk and impact of flooding and mudslides

11:30-12:00pm Transfer to lunch

12:00-1:30pm Lunch Briefing with U.S. Government to discuss USG investments and priorities for health, development and women's empowerment in Sierra Leone

1:30-2:15pm Transfer to hotel

2:15-4:15pm Shower time

4:15-5:00pm Transfer to meeting with President and Vice President (requested)

5:00-6:00pm Meeting with President and Vice President of Sierra Leone (requested) to discuss the Government of Sierra Leone's health and development priorities and bilateral relationship with the United States

6:00-6:15pm Transfer to reception

6:30-8:30pm Reception with U.S. Ambassador, local government and NGO leaders to discuss the role of international partners, local governments and NGOs in development in Sierra Leone

8:30-9:15pm Transfer to hotel

Overnight: Radisson Blue – Freetown, Sierra Leone

Wednesday, August 8

Port Loko – Bombali Districts, Sierra Leone

Breakfast on own

8:15-10:00am Transfer to site visit

10:00-11:30am Site visit 1: Meet with survivors of Ebola to hear about community-level impact and response to the outbreak and how cash assistance integrated with agricultural development and savings groups helped mitigate the impact of the outbreak as well as build long-term economic development opportunities for effected communities

11:30-12:30pm Car briefing on Ebola response in the region, including emergent outbreaks in countries like DRC
Note: Transfer to Site Visit 2. Lunch in vehicles

12:30-2:00pm Lunch with graduates from USAID Women Empowered for Leadership and Development project to discuss the importance of women's political leadership and driving community health and development

2:00-3:00pm Transfer to site visit 3

3:00-4:30pm Site visit 3: Tour rural health clinic and home visits with community health workers supported by CARE and USAID to learn about strengthening health systems through the building more comprehensive facilities and training of frontline health service providers

4:30-5:30pm Car briefing on health systems strengthening and transitioning from emergency response to long-term community development
Note: Transfer to Makeni

Overnight: Wusum Hotel – Makeni, Sierra Leone

Thursday, August 9

Port Loko District – Bombali District, Sierra Leone

Breakfast on own

9:00-9:30am Transfer to Site Visit 1

| | |
|---------------|---|
| 9:30-11:00am | <u>Site visit 1: Visit Husband School</u> to observe training and learn about community-led efforts to engage men and boys in promoting health and combatting GBV |
| 11:00-12:30pm | Transfer to Site Visit 2 <i>Note: Lunch in vehicles.</i> |
| 12:30-2:00pm | <u>Site Visit 2: Visit Girls Club</u> to hear from youth activists combatting female genital mutilation and child marriage in their communities |
| 2:00-3:30pm | <u>Car briefing and discussion</u> on the root causes of gender-based violence (GBV) and the importance of male engagement to prevent GBV <i>Note: Transfer to hotel</i> |
| 3:30-5:30pm | Shower time |
| 5:30-6:00pm | Transfer to dinner |
| 6:00-8:00pm | <u>Closing Dinner</u> to reflect as a group on the trip, lessons learned, and links to policy work in Congress |

Overnight: Radisson Blue – Freetown, Sierra Leone

Friday, August 10

Freetown, Sierra Leone – Travel Day

Breakfast on own

| | |
|---------------|---|
| 8:30-10:00am | <u>Breakfast with epidemiologists</u> who have recently graduated CDC training program to discuss long-term health system strengthening and capacity building |
| 10:00-11:00am | Transfer to site visit 1 |
| 11:00-12:30pm | <u>Site Visit 1: Visit CARE Village Savings and Loan Association</u> to observe a savings group meeting and discuss the intersection of health and women's economic empowerment |
| 12:30-1:30pm | Transfer to hotel |
| 1:30-5:30pm | Downtime/packing |
| 5:30-7:30pm | Transfer to airport |
| 8:35pm | Depart for U.S. (DL #8217) |

Saturday, August 11

Travel Day

| | |
|--------|---------------------------|
| 1:20pm | Return to U.S. (DL #9384) |
|--------|---------------------------|

CARE and CARE Action Now Structure Explained

Updated: September 2, 2016

CARE, a 501(c)(3) organization, is a leading international humanitarian organization fighting global poverty that places special focus on working alongside poor women who, equipped with the proper resources, can assist whole families and entire communities escape poverty through improved basic education, prevent the spread of HIV, increase access to clean water and sanitation, and expand economic opportunities and the protection of natural resources. CARE also delivers emergency aid to survivors of war and natural disasters, and helps people rebuild their lives.

CARE established CARE Action Now in October, 2007 as a related but separately incorporated 501(c)(4) organization. Served by a mostly independent Board of Directors, CARE Action Now undertakes a variety of programs and activities in furtherance the organizations' comparable missions, most notably directly influencing policymakers through public awareness campaigns, briefings, reports, meetings, testimony and other areas based on CARE's experience of working with poor people around the world over more than 60 years. The two organizations share facilities and resources, allocating the costs between them based upon use, as is common in the nonprofit sector. CARE provides grant funding to CARE Action Now to support the range of its advocacy and lobbying activities. CARE Action Now is increasingly raising funds independent of CARE. This is a common structure for related nonprofit organizations, where a 501(c)(3) organization uses some of its limited funding on lobbying to support a related 501(c)(4) rather than doing the lobbying directly itself.

CARE serves as common paymaster for both organizations, so that all shared employees receive one paycheck from CARE for services provided to either CARE or CARE Action Now. CARE Action Now reimburses CARE for its allocable share of salary, benefits, and payroll taxes. All staff time that qualifies as "lobbying activity" under the Lobbying Disclosure Act that is conducted by staff registered as lobbyists for CARE Action Now is charged to CARE Action Now under this arrangement, although those employees may also perform non-lobbying services for CARE. CARE Action Now treats its reimbursement payments to CARE as expenditures for salary and related items on its books.

This relationship which is consistent with customary practice leads us to conclude that CARE has properly completed this form, including that it does not employ or retain lobbyists. However, we include this additional information in the interests of full transparency so that the committee may make this determination for itself.

June 23, 2018

House Committee on Ethics
1015 Longworth House Office Building
Washington, DC 20515

This letter is submitted in response to your request regarding a learning trip beginning August 4, 2018. The Bill & Melinda Gates Foundation made a grant to CARE USA on January 5, 2017 to fund various activities, including congressional tours to provide learning opportunities on U.S. foreign assistance programs.

I send this to confirm that the Bill & Melinda Gates Foundation is aware of this project and provided support, through the assistance of grant funding, to CARE USA for this project for the purpose of providing members of Congress, Congressional staff, other key decision-makers and influential individuals with the personal experience and knowledge of U.S. Government programs in the developing world and to provide follow-on information to tour participants, selecting countries that have a broad array of U.S. Government development projects.

However, the Foundation did not play a significant role in the project, or in organizing the related trip, and has not been involved in the selection or invitation of travel participants. Decisions regarding travel participants have been controlled by and under the sole discretion of CARE USA. Foundation funding has not been directly or indirectly earmarked to finance any aspect of this trip and, as defined in the grant agreement, grant funds, may not be earmarked for activities that are considered lobbying under the tax law provisions governing private foundations. Furthermore, the Bill & Melinda Gates Foundation does not retain or employ a registered federal lobbyist or foreign agent.

If we can provide any additional information, please contact me at Kimberly.Webber@gatesfoundation.org or 1.202.662.8195.

Sincerely,

A handwritten signature in black ink, appearing to be 'K Webber', written over a horizontal line.

Kim Webber
Program Officer
Bill & Melinda Gates Foundation



CARE USA
1899 L St NW
Suite 500
Washington, DC 20036
USA
www.care.org

June 26, 2018

Veronica Bonilla
Press Secretary
1713 Longworth House Office Building
Washington, DC 20515

Dear Veronica

We are approaching you with a special opportunity to join CARE's next Learning Tour to Sierra Leone during the August Congressional recess from August 4-11, including travel. This trip will examine U.S. investments in global health, maternal and child health, nutrition and women's empowerment. In addition to members of Congress, the delegation will include key leaders from the corporate sector, technical experts, and the media working on these issues.

On your journey, you will visit programs and meet with beneficiaries in Sierra Leone to see firsthand how critical U.S. investments are making a difference. You'll learn from experts on the ground—including the government, private sector and local partners who are working toward solutions at the community level, as well as government decision-makers who implement those solutions on the national and regional stage.

For years following the country's nearly decade-long civil war, Sierra Leone has grappled with pervasive poverty and very weak health indicators, particularly for maternal and child health and nutrition. Approximately 77.5 percent of the population lives in extreme poverty and more than 16 percent of children will not survive beyond five years of age. This immense poverty was compounded by the 2014 Ebola outbreak in West Africa, which devastated Sierra Leone's health infrastructure, capacity and workforce. Despite being one of the countries worst affected by Ebola, the Sierra Leonean government and the international community quickly mobilized resources to quarantine new cases and initiate a widespread public health campaign to contain the outbreak. Thanks to these efforts, Sierra Leone was declared Ebola-free in 2016.

In Sierra Leone, international investment is actively working to improve these realities. Investments from U.S. agencies such as USAID and the CDC are strengthening health systems to be able to effectively prevent and respond to disease. And women in Sierra Leone are proving to be critical change agents to achieving better health outcomes. When women can live free from gender-based violence, they can fully engage in their communities and change health behavior norms. When mothers are equipped with financial resources, they're able to afford health services for children in those critical first two years of life. And when women and girls have access to family planning and maternal health services, they can healthfully time and space their pregnancies, significantly reducing maternal and child mortality.

This Learning Tour will be a unique opportunity to explore these issues on the ground and return to Capitol Hill with a deeper understanding of how U.S. investments equip millions of women and communities around the world with the knowledge and resources necessary to pull themselves and their families out of poverty.

In order to allow sufficient time for planning, we would appreciate a response indicating your interest by Friday, July 6. I have asked Kamille Gardner in CARE's Washington, DC office to follow up. You can also reach her directly at Kamille.gardner@care.org or (202) 459-8572.

Thank you for your ongoing support and for considering this opportunity.

Sincerely,

David Ray
VP of Advocacy
CARE USA